



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
DEMOBILIZATION UNIT LEADER (SINGLE
TYPE)**

DEMOBILIZATION UNIT LEADER (SINGLE TYPE)

1. Competency: Assume position responsibilities

Description: : Successfully assume the role of Demobilization Unit Leader and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Obtain and review necessary documentation: <ul style="list-style-type: none"> ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU) ● Applicable plans and reports ● Directories: phone, notification ● Written incident status summary ● Authorizations: cell phones, rental vehicles, computer 	E, F, I		
2. Receive briefing from the Planning Section Chief or the outgoing Demobilization Unit Leader: <ul style="list-style-type: none"> ● Meetings and briefings schedule ● Situational assessment ● Incident objectives ● Strategy ● Hazards to incident personnel and public ● Agencies/jurisdictions involved ● Organizational structure ● Resources summary ● Logistical needs ● Ordering procedures ● Incident priorities and status: life safety, incident stabilization, property and environment ● Timing and scheduling ● Expected products 	E, F, I		

1b. Behavior: Establish or determine organizational structure, resource and staffing needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Evaluate staffing needs required to manage the unit: <ul style="list-style-type: none"> ● Ensure consistency with National Incident Management System (NIMS) organizational structure ● Identify training opportunities ● Ensure use of established procedures for ordering resources ● Request appropriate technical specialists to assist with special incident conditions 	E, F, I		
4. Utilize unit personnel: <ul style="list-style-type: none"> ● Establish appropriate organization and assign roles ● and responsibilities, while maintaining span of control ● 	E, F, I		

1c. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>5. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> ● Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card ● Reference materials <ul style="list-style-type: none"> ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ AHJ operations guides or other operational guides ○ Position manuals ● Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ● 	E, F, I		
<p>6. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines:</p> <ul style="list-style-type: none"> ● Arrive with go-kit and any additional equipment ● Carry out check-in procedures and ensure assigned personnel do the same 	E, F, I		
<p>7. Obtain complete incident and logistical information:</p> <ul style="list-style-type: none"> ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Lead staff briefings and debriefings.	E, F, I		
9. Prepare for and participate in briefings: <ul style="list-style-type: none"> • Ensure briefings are accurate, timely and include appropriate personnel • Brief external support organizations • Share and evaluate information • Identify safety hazards and mitigation strategies with the Safety Officer • Maintain quality updates for the ICS Public Information Officer (PIO) • 	E, F, I		

3. Competency: Lead assigned personnel

Description: Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment

3a. Behavior: Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Communicate with assigned personnel: <ul style="list-style-type: none"> • Communicate priorities, objectives, strategies and any changes • Inform personnel of their assigned tasks and expectations • Clearly explain conflict resolution procedures and ensure that personnel understand • Ensure that assigned objectives and expectations for the operational period are reasonable and accurate 	E, F, I		
11. Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> • Ensure incident situation status information is current and complete 	E, F, I		
12. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements: <ul style="list-style-type: none"> • Federal, state, local, tribal, territorial and regional relationships, as appropriate • Roles and responsibilities of potential responder agencies • Scope, jurisdiction and authority of potential responder agencies' contingency plans 	E, F, I, J		
13. Supervise and hold personnel accountable for executing assigned tasks: <ul style="list-style-type: none"> • Identify and promptly resolve disagreements, issues and misunderstandings • Prioritize work while considering immediate support for incident operations 	E, F, I		

3b. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Create a positive work environment: <ul style="list-style-type: none"> • Communicate leader's intent and guidance • Manage unit and its activities effectively • Proactively assume responsibility for the unit and initiate action 	E, F, I		
15. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> • Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies 	E, F, I		
16. Exhibit principles of duty, respect and integrity as a leader.	C, E, F, I, J, T		

17. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> • Establish and modify an effective organization based on changing incident and resource conditions • Maintain appropriate span of control • Act as a representative of incident leadership 	E, F, I		
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3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Demonstrate knowledge of and comply with relevant health and safety requirements: <ul style="list-style-type: none"> • Direct and oversee unit operations to ensure compliance with health and safety considerations and guidelines • Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines 	E, F, I		
19. Evaluate mental and physical fatigue of assigned personnel: <ul style="list-style-type: none"> • Ensure adequate rest is provided to section personnel 	E, F, I		
20. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: <ul style="list-style-type: none"> • Adjust operations in response to hazards, weather and other relevant event 	E, F, I		
21. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage: <ul style="list-style-type: none"> • Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) • Ensure the protection of Personally Identifiable Information (PII) while reporting • Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel 	E, F, I		

3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
22. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access	E, F, I, J		
23. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
24. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.	E, F, I, J		

4. Competency: Conduct operations and ensure completion of assigned tasks

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: Set the unit priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
25. Analyze work assignments and staffing levels to ensure achievement of unit objectives.	E, F, I		
26. Attend and participate in strategy meetings as necessary: <ul style="list-style-type: none"> ● Assess organizational needs ● Identify additional resource needs ● Identify critical factors to ensure unit success ● Prioritize incident, section and unit objectives 	E, F, I		
27. Disseminate priorities and expected completion timelines to staff.	E, F, I		
28. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

4b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Approve completed plans: <ul style="list-style-type: none"> ● Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives 	E, F, I		
30. Participate in the planning process: <ul style="list-style-type: none"> ● Prepare for and participate in planning meetings ● Assist in the development of plans, as necessary: <ul style="list-style-type: none"> ○ Long-range ○ Strategic ○ Contingency ○ Demobilization ○ Continuity of Operations Plan (COOP) 	E, F, I		
31. Review, validate and modify plans: <ul style="list-style-type: none"> ● Analyze alternate strategies and explain decisions ● Validate or revise unit objectives ● Review information covering health and safety principles, known hazards and importance of all periods ● Validate unit organizational structure ● Validate unit resource assignments ● Review reserve resources ● Evaluate immediate support needs 	E, F, I		

4c. Behavior: Coordinate with all appropriate personnel and stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

32. Establish effective relationships and coordinate with incident personnel: <ul style="list-style-type: none"> • IMT personnel • Other supporting personnel 	E, F, I		
33. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s)	E, F, I		

4d. Behavior: Apply agency policy, contracts and agreements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Complete all work according to organization/agency direction, policy and incident objectives: <ul style="list-style-type: none"> • Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives 	E, F, I		
35. Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints.	E, F, I		

4e. Behavior: Ensure documentation is complete

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
36. Maintain and collect personal records related to incident: <ul style="list-style-type: none"> • Time sheets • Rental records • Accident forms • Property records <ul style="list-style-type: none"> ◦ Equipment time records • Receipts 	E, F, I		
37. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs: <ul style="list-style-type: none"> • Property loss/damage reports • Agency-required incident reports • Activity log • Changes in strategy and tactics 	E, F, I		
38. Review documents for accuracy, timeliness and appropriate distribution	E, F, I		

4f. Behavior: Gather information, coordinate section requirements and prepare the demobilization plan

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
39. Complete demobilization plan within time frames specified by the Planning Section.	E, F, I		

40. Distribute demobilization plan: <ul style="list-style-type: none"> ● Distribute copies: <ul style="list-style-type: none"> ○ Command and General Staff ○ Unit leaders ○ Agency representatives ○ Checkout processing locations ○ Agency dispatch ○ Post plan in prominent location 			
41. Gather resource information to produce demobilization plan: <ul style="list-style-type: none"> ● Initial briefing ● Incident Action Plan (IAP) ● Check-in list ● Resource order forms ● Resource status card 	E, F, I		
42. Obtain objectives, priorities, schedules and constraints for the demobilization plan: <ul style="list-style-type: none"> ● Consult with: <ul style="list-style-type: none"> ○ Planning Section ○ Logistics Section ○ Ground Support Unit ○ Medical Unit ○ Finance/Administration Section ○ Time Unit ○ Facilities Unit ○ Agency representatives/liaison officers ○ Dispatch center 	E, F, I		
43. Obtain review and approval of demobilization plan: <ul style="list-style-type: none"> ● Provide copies to Planning Section and Logistics Section ● Provide final plan to incident command for approval and signature 	E, F, I		
44. Prepare demobilization plan release procedures section: <ul style="list-style-type: none"> ● Identify checkout points and procedures 	E, F, I		
45. Prepare demobilization plan travel information section: <ul style="list-style-type: none"> ● Directory: <ul style="list-style-type: none"> ○ Phone numbers ○ Radio frequencies ● Maps ● Recommended travel routes ● Travel restrictions 	E, F, I		
46. Prepare the demobilization plan general information section: <ul style="list-style-type: none"> ● Incident location ● Current incident status ● Incident potential ● Probable time restrictions ● Lead time necessary to process tentative releases 	E, F, I		
47. Prepare the demobilization plan release section: <ul style="list-style-type: none"> ● Incorporate release priorities 	E, F, I		
48. Prepare the demobilization plan responsibility section: <ul style="list-style-type: none"> ● Identify specific responsibilities by section, unit and off-incident locations ● Use appropriate agency guidelines and specific incident type requirements 	E, F, I		

4g. Behavior: Monitor and document the demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
49. Advise Planning Section on demobilization progress <ul style="list-style-type: none"> ● Provide summary for each operational period ● Identify problems and concerns 	E, F, I		
50. Monitor demobilization progress: <ul style="list-style-type: none"> ● Advise all sections and units of their responsibilities to implement the demobilization plan ● Maintain contact and coordinate efforts with those responsible for the demobilization process ● Ensure released resources meet standards established in demobilization plan <ul style="list-style-type: none"> ○ Rest and feeding ○ Rehabilitation 	E, F, I		
51. Prepare the Demobilization Checkout Form: <ul style="list-style-type: none"> ● Prepare paperwork for each resource prior to major demobilization ● Include detailed information: <ul style="list-style-type: none"> ○ Incident name and number ○ Checkout processing location(s) ○ Resource name ○ Request number ○ Exceptions to normal checkout process ○ Transportation information ○ Destination 	E, F, I		
52. Process emergency release requests: <ul style="list-style-type: none"> ● Follow established demobilization processes ● Complete process in an expedited manner ● Coordinate with appropriate entities: <ul style="list-style-type: none"> ○ Resources ○ Agency representatives 	E, F, I		

5. Competency: Prepare for demobilization/transfer

Description: Demobilize position and transfer position duties.

5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
53. Complete all necessary reports and narratives following common standards before turnover: <ul style="list-style-type: none"> ● Activity log ● Shift change ● End of operational period ● Reassignment ● Deactivation/demobilization 	E, F, I		
54. Complete the process for demobilizing position responsibilities <ul style="list-style-type: none"> ● Brief and provide complete and accurate records to relief personnel ● Discuss equipment release considerations ● Provide information to supervisor to assist with decisions on release priorities ● Coordinate with appropriate partners regarding demobilization procedures ● Brief personnel on demobilization responsibilities ● Ensure all personnel demobilize in a timely and complete manner ● Emphasize safety and accountability during this phase of operations 	C, E, F, I, J, T		
55. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: <ul style="list-style-type: none"> ● Inform assigned personnel ● Notify incoming personnel when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up action and submit to agency representative 	E, F, I		
56. Participate in transition or incident closeout: <ul style="list-style-type: none"> ● Conduct debriefings with agency administrator(s) as requested ● Close out incident as appropriate for the AHJ 	E, F, I		

5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
57. Direct development of, approve and implement demobilization plan: <ul style="list-style-type: none"> ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate needs and responsibilities 	E, F, I		